

## Plan 3 Record Layouts Received by Record Keeper from DRS

### Member Profile Record Layout

#### Member Profile/Participant Record Layout to be received by Record Keeper from DRS

Field Name	Format	Position	Description
System/Plan	A(2)	1-2	'T3' = TRS 3, 'E3' = SERS 3, 'P3' = PERS 3
Member SSN	N(9)	3-11	Member SSN
Transaction Date	N(8)	12-19	CCYYMMDD
Type Code	A(1)	20	'E' = Member Enrollment, 'C' = Member Change, 'A' = Member Address Change, 'R' = Member Rehire, 'B' = Beneficiary Information, 'F' = Foreign Address, 'I' = Default Indicators 'Z' = Control Record

#### Layout for Type Code 'E', 'C', 'A', and 'R':

Field Name	Format	Position	Description
Last Name	A(35)	21-55	Member Last Name
First Name	A(35)	56-90	Member First Name
Middle Initial	A(1)	91	Member Middle Initial
Address Line 1	A(30)	92-121	Member Mailing Address
Address Line 2	A(30)	122-151	Member Mailing Address
City	A(30)	152-181	
State	A(2)	182-183	State or 'FA' if Foreign Address
Zip Code	A(9)	184-192	
Gender Code	A(1)	193	M/F
Birth Date	N(8)	194-201	CCYYMMDD
Death Date	N(8)	202-209	CCYYMMDD
Enrollment Date	N(8)	210-217	CCYYMMDD
Day Area Code	N(3)	218-220	
Day Prefix	N(3)	221-223	
Day Suffix	N(4)	224-227	
Day Extension	A(6)	228-233	
Night Area Code	N(3)	234-236	
Night Prefix	N(3)	237-239	
Night Suffix	N(4)	240-243	
Night Extension	A(6)	244-249	
Filler	A(1)	250	Filler for future use

**Layout for Type Code ‘B’:**

Field Name	Format	Position	Description
Last Name	A(35)	21-55	Beneficiary Last Name
First Name	A(35)	56-90	Beneficiary First Name
Middle Initial	A(1)	91	Beneficiary Middle Initial
Not used	A(30)	92-121	
Not used	A(30)	122-151	
Not used	A(30)	152-181	
Not used	A(2)	182-183	
Not used	A(9)	184-192	
Gender Code	A(1)	193	M/F or Blank if not available
Birth Date	N(8)	194-201	CCYYMMDD or 00000000 if not available
Death Date	N(8)	202-209	CCYYMMDD
Beneficiary SSN	N(9)	210-218	Beneficiary SSN
Primary/Contingent Code	A(1)	219	‘P’ = Primary, ‘C’ = Contingent
Spouse Code	A(1)	220	‘S’ = Spouse, ‘N’ = Non-Spouse
Beneficiary Percent	N(3)	221-223	Percent of beneficiary withdrawal to be distributed to this Beneficiary
Filler	A(27)	224-250	Filler for future use

**Layout for Type Code ‘F’:**

Field Name	Format	Position	Description
Not used	A(1)	21	
Not used	N(9)	22-30	
Address Line 1	A(30)	31-60	Mailing Address
Address Line 2	A(30)	61-90	Mailing Address
Country	A(35)	91-125	Country Name
Foreign Postal Code	A(9)	126-134	
Foreign Province	A(35)	135-169	Foreign Province Name
City	A(30)	170-199	City Name
Filler	A(51)	200-250	Filler for future use

**Layout for Type Code ‘I’:**

Field Name	Format	Position	Description
Entry Code	A(1)	21	‘E’ = New Enrollee, ‘T’ = Transferee, ‘R’ = Rehire, ‘C’ = Choose Plan 3, ‘D’ = Default to Plan 3, Blank for 2 <sup>nd</sup> or subsequent ‘I’ records
From Program Code	A(1)	22	‘S’ = Chose SELF, ‘W’ = Chose WSIB, ‘N’ = Not Available yet
To Program Code	A(1)	23	‘S’ = Chose SELF, ‘W’ = Chose WSIB, ‘D’ = Default to WSIB, ‘N’ = Not Available yet
Phase Indicator	A(1)	24	Blank, (‘1’, or ‘2’ for Potential PERS 3 Members)
Filler	A(226)	25-250	Filler for future use

**Layout for Type Code ‘Z’:**

<b>Field Name</b>	<b>Format</b>	<b>Position</b>	<b>Description</b>
Type Code ‘E’ count	N(7)	21-27	Number of Type Code ‘E’ records on this file
Type Code ‘C’ count	N(7)	28-34	Number of Type Code ‘C’ records on this file
Type Code ‘A’ count	N(7)	35-41	Number of Type Code ‘A’ records on this file
Type Code ‘R’ count	N(7)	42-48	Number of Type Code ‘R’ records on this file
Type Code ‘B’ count	N(7)	49-55	Number of Type Code ‘B’ records on this file
Not used	N(7)	56-62	
Type Code ‘F’ count	N(7)	63-69	Number of Type Code ‘F’ records on this file
Not Used	N(14)	70-83	
Type Code ‘I’ count	N(7)	84-90	Number of Type Code ‘I’ records on this file
Filler	A(160)	91-250	Filler for future use

## Daily Activity Record Layout File

### **Daily Activity Record Layout to be received by Record Keeper from DRS**

<b>Field Name</b>	<b>Format</b>	<b>Position</b>	<b>Description</b>
System/Plan	A(2)	1-2	'T3' = TRS 3, 'E3' = SERS 3, 'P3' = PERS 3
SSN	N(9)	3-11	Participant ID Number
Transaction Date	N(8)	12-19	CCYYMMDD
Transaction Type	A(4)	20-23	Identifies type of Activity to be applied to a Member Account
Department	A(6)	24-29	Department number from the Payment Advice or 'TTP' for positive TT2X and TT2E 'TTN' for negative TT2X and TT2E 'BNP' for positive TBON and TGAN 'BNN' for negative TBON and TGAN 'BPP' for positive TOST, TMSC, TRST, TOTH, TLWP, TRIN, and TTDD 'BPN' for negative TOST, TMSC, TRST, TOTH, TLWP, TRIN, and TTDD 'BEA' for all TDCP and TDCI 'BMA' for all TDCV 'NDA' for all TSN1, TSN2, T3T3, and ZZZZ ' ' for all TERM
Reporting Period	N(6)	30-35	CCYYMM - Date received from the employer on the Payment Advice or the date of the actual cash wire
Reporting Type	A(1)	36	'R' = Regular, 'C' = Correction (from the Payment Advice)
Sequence Number	N(2)	37-38	Number from Payment Advice or day of the cash wire (DD)
Fund ID	A(1)	39	'W' = WSIB, 'S' = SELF
Trade Date	N(8)	40-47	CCYYMMDD
Tax Status	A(1)	48	'T' = Taxed, 'N' = Non-Taxed
Mandatory Amount after 1986	+P9.2	49-54	Mandatory Earnings/Contributions Received Post-1986
Voluntary Amount after 1986	+P9.2	55-60	Voluntary Earnings/Contributions Received Post-1986
Mandatory Amount prior 1987	+P9.2	61-66	Mandatory Earnings/Contributions Received Pre-1987
Voluntary Amount prior 1987	+P9.2	67-72	Voluntary Earnings/Contributions Received Pre-1987
Reconciliation Date	N(8)	73-80	CCYYMMDD
New SSN	N(9)	81-89	Members new SSN, or Legal Order SSN
Legal Order Type	A(1)	90	'Y' or 'N'

Code			
Beneficiary Type Code	A(1)	91	'B' = Beneficiary
Beneficiary SSN	N(9)	92-100	Beneficiary SSN
Termination Date	N(8)	101-108	Will be filled in only for TERM. Date of Employment Termination
Termination Received Date	N(8)	109-116	Will be filled in only for TERM. Date Termination Notice was received at DRS
Transfer to System/Plan	A(2)	117-118	Will be filled in only for T3T3. Will be the correct System/Plan to transfer the member to
Filler	A(132)	119-250	Filler for future use

**Control Record:**

System/Plan	A(2)	1-2	'T3', 'E3', or 'P3' for Transaction Type Control Records, Blank for final Control Record
SSN	N(9)	3-11	999999999
Transaction Date	N(8)	12-19	CCYYMMDD
Transaction Type	A(4)	20-23	Identifies type of Activity or 'ZZZZ' for final Control Record
Department	A(6)	24-29	'999999'
Reporting Period	N(6)	30-35	Number of records for a Transaction Type or total number of records on file for 'ZZZZ'
Reporting Type	A(1)	36	Blank
Sequence Number	N(2)	37-38	00
Fund ID	A(1)	39	'W' or 'S' for Transaction Type Control Records, Blank for final Control Record
Trade Date	N(8)	40-47	999999999
Tax Status	A(1)	48	'Z'
Mandatory Amount after 1986	$\pm$ P9.2	49-54	Total Mandatory Earnings/Contributions Received Post-1986
Voluntary Amount after 1986	$\pm$ P9.2	55-60	Total Voluntary Earnings/Contributions Received Post-1986
Mandatory Amount prior 1987	$\pm$ P9.2	61-66	Total Mandatory Earnings/Contributions Received Pre-1987
Voluntary Amount prior 1987	$\pm$ P9.2	67-72	Total Voluntary Earnings/Contributions Received Pre-1987
Filler	A(177)	73-250	Blank

## Daily Cash Activity File Layout

### **Daily Cash Activity File (CAF) Layout to be received by Record Keeper from DRS**

<b>Field Name</b>	<b>Format</b>	<b>Position</b>	<b>Description</b>
System/Plan	A(2)	1-2	'T3' = TRS 3, 'E3' = SERS 3, 'P3' = PERS 3
Fund Id	A(1)	3	'W' = WSIB, 'S' = SELF
Wire Date	N(8)	4-11	CCYYMMDD - Date the actual cash is to be wired to Plan 3 TPA
Department	A(6)	12-17	Department number from the Payment Advice or TTP= for positive TT2X and TT2E BNP= for positive TBON and TGAN BPP= for positive TOST, TMSC, TRST, TOTH, TLWP, TRIN, and TTDD PPP= for positive plan transfers from WSIB to SELF WDP = Withdrawals from WSIB
Reporting Period	N(6)	18-23	CCYYMM - Date received from the employer on the Payment Advice or the date of the actual cash wire
Reporting Type	A(1)	24	R= Regular or C= Correction from the Payment Advice
Sequence Number	N(2)	25-26	Number from Payment Advice or day of the cash wire (DD)
Ert Amount	N(11.2)	27-39	Amount of money associated with a particular ert
Filler	A(61)	40-100	Filler for future use

### **Control Record:**

System/Plan	A(2)	1-2	Blank
Fund Id	A(1)	3	'S'
Wire Date	N(8)	4-11	CCYYMMDD - Date the actual cash is to be wired to RC
Department	A(6)	12-17	'999999'
Reporting Period	N(6)	18-23	Number of records on the file
Reporting Type	A(1)	24	Blank
Sequence Number	N(2)	25-26	00
ERT Amount	N(11.2)	27-39	Total amount to be wired
Filler	A(61)	40-100	Blank